



Terms of Reference – Individual Consultant Providing Driving Services and Clerical Support to SRH Program

Job Purpose

The Driver/Clerk provides reliable and safe driving services to UN officials and visitors ensuring the highest standards of discretion and integrity, sense of responsibility, excellent knowledge of protocol and security issues. The Driver/Clerk also demonstrates a client-oriented approach, courtesy, confidentiality, tact and ability to work with people of different national and cultural backgrounds. Additionally, s/he drives the office vehicle for transporting authorized personnel and delivery/collection of mail, documents and other items for the UNFPA office. He/she is in addition expected to perform clerical duties including filing, photocopying, collating and preparing training and communication material.

Location

The post of Driver/Clerk is located at the UNFPA Country Offices, in Gaborone and reports to the Operations Manager / Operations Specialist.

Major Activities/Expected Results

1. Drives UNFPA officials and staff. Ensures provision of reliable and safe driving services by a) driving office vehicles for the transport of UN staff, officials and visitors and delivery and collection of mail, documents and other items, and b) meeting official personnel and visitors at the airport including visa and customs formalities arrangement when required.
2. Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.
3. Ensures proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes and water levels, car washing, etc so that the vehicle is kept clean and in good running condition at all times.
4. Ensures proper use of vehicle maintenance plans and assistance in preparing vehicle history report.

5. Ensures availability of all the required documents/supplies including vehicle insurance, vehicle registration, vehicle logs, office directory, map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle.
6. Keeps track of insurance and other vehicle registration formalities
7. Ensures that the steps required by rules and regulations are taken in case of involvement in an accident.
8. When necessary, translates for the head of office and/or official personnel using the car.
9. Assists office staff in filing, photocopying and maintaining stores when required. Assists in the mailing and distribution of newsletters and publications and arranges to pay office telephone and other bills, as required.
10. Maintains and tracks Inventory stock of office supplies (paper, ink, etc.) and orders what is needed.
11. Prepares and packages training and other communication material and arranges displays.
12. Performs other tasks as assigned by the supervisor

Job Requirements

Education: Must have Completed Secondary Level education.

Knowledge and Experience:

- Valid driver's license
- Three year's work experience as a driver in an international organization, embassy or within the UN system with a safe driving record.
- Knowledge of driving rules and regulations, chauffeur protocol and courtesies, and local roads and conditions
- Basic computer and communication skills
- Skills in minor vehicle repairs

Required Competencies

1) Core Competencies:

- Safe and defensive driving
- Skills in minor vehicle repairs
- Reading of and interpretation of road navigation tools.

2) Functional competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Provides helpful feedback and advice to others in the office

Development and Operational Effectiveness

- Demonstrates excellent knowledge of driving rules and regulations
- Demonstrates excellent knowledge of protocol
- Demonstrates excellent knowledge of security issues

Leadership and Self-Management

- Focuses on result for the client
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Responds positively to critical feedback and differing points of views

Languages: Must be able to communicate in both English and Setswana.